

# Canadian 4-H Risk Management Handbook



October 2010

The information in this handbook has been derived and extracted from a number of different sources (including the Canadian 4-H Risk Management Manual).



It is presented in good faith, but although every reasonable effort to make the information presented accurate and authoritative, the Canadian 4-H Council does not warrant, and assumes no liability for its accuracy or completeness or its fitness for any specific purpose. It is primarily intended as a learning and teaching aid. This handbook is not meant to be the sole source of risk management information, nor is it a legal document. It is the responsibility of the users to apply their knowledge in the use of the information presented in this book, and to consult original sources for current detailed information as needed.

The Canadian 4-H Council Risk Management Manual is available from the Canadian 4-H Council and/or your provincial 4-H office. The Canadian 4-H Council Risk Management Manual provides more in-depth information on managing risk within the 4-H Program.

It is important to note that no one can accurately predict what claims will end up in court or what the decision of the court will be. Policies and procedures may be a very effective way to defend against claims and lawsuits, but they must be strictly followed and well documented to be effective. Preventative measures, such as regular inspections and maintenance should be carefully documented to protect you from liability, and to illustrate due diligence.

All individuals and organizations have a legal obligation to conduct themselves in a reasonable manner that does not willfully or negligently cause injury or damage to others. Reasonable precautions must be taken to prevent such damage or injury. If you do not exercise reasonable care to prevent these things from happening, you may be sued and found liable or responsible for compensating people for their damages.

This handbook is to serve as a tool you can use to identify, measure and reduce risks within your 4-H Activities.

Canadian 4-H Council

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## **1. What is Risk Management?**

Risk Management combines the words “risk” and “management”.

Risk is the probability or chance of loss – this could be loss of reputation or financial.

Management is planning, organizing, directing and controlling resources and activities of an organization in order to fulfill its objectives. Risk Management is used to minimize the adverse effects that accidental losses might have upon an organization.

The primary goals of Risk Management are:

1. Prevention
2. Minimize Harm
3. Reduce Liability

## **Why is Risk Management important to 4-H Clubs and Councils?**

Because:

- Risk Management is everyone’s responsibility.
- Risk Management is a good and sound investment.
- Risk Management is no longer an option – it is a necessity for today and the future.

## **What is the Risk Management Policy of 4-H in Canada?**

The Canadian 4-H Council and all other 4-H entities in Canada shall establish appropriate policies, procedures and guidelines to protect itself against the consequences of accidental losses which would adversely impact its level of services, or its capacity to operate through a major deterioration of its financial resources. All 4-H entities in Canada will maintain, to the greatest possible extent, a workplace, facilities, programs, and an environment, which provides a safe and secure setting for its youth, volunteers, employees and other members of the public.

## 2. What Can I Do to Manage Risks?

### Risk Management Process Worksheet

#### Step 1 Identify Potential Exposure to Loss

- What can go wrong?

#### Step 2 Evaluate the Risk

- What is the likelihood of claims occurring and how severe would they be to the organization's well being?

#### Step 3 Examine Options

- How can the activity be controlled (avoided, presented, transferred)?
- How can the risk be financed (retained or transferred)?

#### Step 4 Decide Which Option to Use

- Which risk management technique strikes the best balance of effectiveness and affordability?

#### Step 5 Implement the Chosen Option

- Are the required resources available?
- Is the plan supported by senior management, staff, volunteers, clients and other stakeholders?

#### Step 6 Monitor Results

- Is your plan working?
- Are changes or updates required?
- If the plan does not have the desired effect, does it need revamping or should it be scrapped for other alternatives?

**Example:** A 4-H club is planning a “*learn to do by doing*” excursion/activity for one of its agricultural projects. They will be picking rocks from a farmer’s field.

<b>Step 1</b>	<b>Identify Potential Exposure to Loss</b>
<ul style="list-style-type: none"> <li>▪ Sunstroke or sunburn to one or more of the participants</li> <li>▪ Physical injury to participants</li> <li>▪ Damage to the farmer’s equipment/machinery</li> </ul>	

<b>Step 2</b>	<b>Evaluate the Risk</b>
<ul style="list-style-type: none"> <li>▪ Moderate probability of sunstroke or sunburn; low or mid-severity</li> <li>▪ Low probability of injury, however if something happened, injury could be serious</li> <li>▪ Low probability of damage to the equipment/machinery, but damage could range from minor to substantial</li> </ul>	

<b>Step 3</b>	<b>Examine Options</b>
<ul style="list-style-type: none"> <li>▪ Have all the participants wear sunscreen and a wide brimmed hat to avoid or minimize the effects of sun-related injury</li> <li>▪ Make sure all participants have access to plenty of water every hour</li> <li>▪ Have all participants dress appropriately to avoid or limit injuries (steel-toed shoes with non-skid soles, leather gloves, etc.)</li> <li>▪ Supervise all children and only permit the children to carry or lift rocks appropriate for their size and strength</li> <li>▪ Ensure that all participants have frequent breaks</li> <li>▪ Train participants on safe lifting techniques</li> <li>▪ Avoid use of the farmer’s equipment/machinery or only permit the farmer/owner to operate their equipment</li> </ul>	

<b>Step 4</b>	<b>Decide Which Option(s) to Use</b>
<ul style="list-style-type: none"> <li>▪ All of the above are easy to implement and can be done with minimal cost while achieving great results</li> </ul>	

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<b>Step 5</b>	<b>Implement the Chosen Option</b>
<ul style="list-style-type: none"><li>▪ Make sure everyone is aware of the risk management techniques that are to be implemented and adhered to</li><li>▪ Ensure that there is appropriate information/resources available to train participants in proper lifting techniques</li><li>▪ Carefully supervise the activity and enforce all safety precautions</li><li>▪ Create a checklist to include all options chosen and complete for each outing; keep as a form of documentation</li></ul>	

<b>Step 6</b>	<b>Monitor Results</b>
<ul style="list-style-type: none"><li>▪ After an outing, review your plan to ensure that it is taking care of all the risks identified</li><li>▪ A leader noted that one of the farms had some exceptionally large rocks, which suggested that a physical inspection of the area should have taken place prior to the outing</li><li>▪ Another volunteer suggested this type of outing required a special permission and informed consent form be completed and signs by all participants and their parents</li><li>▪ These additional risk management techniques were implemented for all future outings of this nature</li></ul>	

A common example of a liability premises risk is a third party slipping and falling on ice in your parking lot or on a walkway on your premises. This would also include a slip and fall in the winter at a 4-H leader's home where a project meeting is being held.

### 3. What Are Some Risk Management Strategies to Use When Planning a 4-H Activity?

#### Creating 4-H Activity Checklists

4-H activities are often very dynamic, so risk management involves thinking about many aspects! Risk Managers need to take many points into consideration, with some being easier to control than others. When preparing your checklists, use the applicable points to develop your Emergency Plan while thinking of what your “Plan B” could be. *Plan for the best, but prepare for the worst.*

Modify the following pages to develop your own specific risk management checklists. Refer to the Risk Management Process Worksheet to determine which elements to include in your custom Risk Management Checklists.

#### ***Working with People***

<b>Working with Young People</b>	<b>Results</b>		
Are staff and volunteers screened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Are staff and volunteers trained for working with young people? Any specialized training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have enough staff or leaders for the number of young people involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
If the activity involves boys and girls, do you have both male and female leaders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have rules about the use of alcohol and drugs by young people? Are they enforced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

Do youth have a say in planning activities and other decisions that affect them? Can youth discuss problems with the committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have waiver/release forms signed by parents/guardians before undertaking 4-H activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Food, Allergies and General Health	Results		
Do you comply with provincial food handling regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are surfaces regularly cleaned and disinfected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are hand washing facilities available and their use encouraged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a policy for dealing with blood spills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you know if any children have allergies to food, bees, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have medical details, including past medical issues and any allergies to medicines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a process in case a child suffers an adverse reaction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are eating times supervised to reduce the likelihood of food sharing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are illnesses documented in case an outbreak occurs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are precautions taken to prevent sick children infecting other children or staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do supervisors have permission to administer first-aid to children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Do you have regularly stocked and maintained first-aid equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have emergency contact numbers for doctors, ambulance and poison control? Are they posted clearly where all staff can see it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

### ***Emergency Preparedness***

<b>Readiness</b>	<b>Results</b>		
Do your staff and volunteers conduct regular training for emergency situations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are your staff and volunteers trained in how to use safety and rescue equipment like defibrators and fire extinguishers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Is your safety and rescue equipment maintained and inspected and repaired regularly? Is outdated equipment replaced when necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do your staff and volunteers know how to react to specific emergency situations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are staff and volunteers trained to ensure their own physical safety in an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are maintained and appropriate uniforms/protective equipment provided to volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are premises and rooms kept in a safe and well maintained environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

<b>Emergency Response</b>	<b>Results</b>		
Do staff and volunteers deal appropriately with victims and people involved in an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do staff and volunteers know when to pull out of an emergency situation to ensure their own safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Do you have limits on the length of shifts that can be worked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you provide food, rest and first aid to those responding to an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you set up a central command that keeps track of which of your staff are working, where they are, what they are doing and how they are going?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have effective communications in an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a debriefing session to assess what worked and what didn't?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you keep a register of all completed training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Security/Safety	Results		
Have all potential threats to security have been assessed ( <i>e.g. civil disturbance, assault, etc.</i> )?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Is entry and movement of people and vehicles to and from the premises controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Have equipment and materials that could be easily converted to cash been identified and controls in place to prevent theft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are there are security controls in place to protect staff/volunteers in 24 hour shift or night duty ( <i>e.g. alarms, security cameras, etc.</i> )?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are staff/volunteers instructed on what to do if they should discover someone behaving suspiciously at or near the premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a written cash handling procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Is there a cheque writing procedure and is it followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Are all parking lots well lit? Do you ensure that no staff/volunteers are required to walk to the parking lot alone on arriving or leaving an evening/night shift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Are there controls in place to ensure that no one responds alone to alarms at night or during times when the premises are isolated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

### **Activities, Camps, Events and Sports**

<b>Activities and Camps</b>	<b>Results</b>		
Do you have rules about who can drive to activities? ( <i>Enforcing anti-drinking &amp; driving</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Have you properly inspected a camp site for potential hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Are young people supervised during activities and at all other times? Do you enforce the curfew time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have rules preventing unsuitable items being taken to camp?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have medical and contact details for all campers in case of emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Is there a regularly stocked first-aid kit with a trained first aider at all activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Does everyone know who the trained first-aid persons are?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have rules stating campers may not leave the site for the duration of camp?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have rules stating campers must state their whereabouts to a designated authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

Training & Coaching	Results		
Are coaches trained or accredited? Is this accreditation maintained or updated? Are they screened and supervised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are coaches trained in first-aid? Has this been evidenced and kept up to date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are participants trained in all aspects of the game/event and how to participate safely and fairly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a code of conduct for players, parents, spectators and club officials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a process for dealing with breaches of the code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Events, Games and Activities	Results		
Are players on the playing field a safe distance from spectators, fences and other obstacles? Is there a standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are the surfaces, fences and barriers inspected before every game, event and/or training session to ensure it is safe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the playing surface regularly maintained through watering, sweeping, resurfacing, raking, mowing, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there adequate lighting for the safe conduct of your game, event or sport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do all grandstands and seating comply with safety standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Participation	Results		
Does every player know the rules of the activity before it has started?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Do you have first-aid equipment ( <i>e.g. stretcher, ice</i> ) and medical supplies to treat injuries? Do you have a first-aid room/area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Is the first-aid equipment maintained and checked regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have adequate access for emergency vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you provide and, or require the use of protective equipment ( <i>e.g. mouth guards, helmets</i> )? Is it replaced when necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Is the equipment used for the purpose for which it was designed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have separate water bottles for each player?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have a policy for responding to adverse or extreme weather conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

### ***Working with Livestock***

<b>Handling Animals</b>	<b>Results</b>		
Are your volunteers qualified or trained to work with animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do participants and volunteers wear gloves, helmets and appropriate protective equipment when handling animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do all participants and volunteers know the flow of livestock entering, around and exiting the show/event ring, course or enclosure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you enforce rules to ensure untrained people do not handle dangerous animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have a system for dealing with unruly or misbehaving livestock?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

Do you have appropriate first-aid measures in place in case of animal bites, kicks, or attacks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are animals safely secured? Can they get out? Can anybody get in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have safe methods of transporting animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are your facilities appropriate for keeping animals? Are animals kept and treated humanely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have any required licenses/permits and comply with laws regarding keeping and handling of animals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have procedures in place to promptly treat injury or illness to an animal? Are medicines safely and securely stored? <i>(i.e. not in the same fridge as food for human consumption)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do staff and volunteers wear gloves when cleaning cages/pens, food and water bowls, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have restraint equipment and do your volunteers know how and when to use them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are staff and volunteers who handle animals or work in animal enclosures vaccinated against appropriate diseases <i>(including tetanus)</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have procedures in place if an animal dies in your care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are your premises free of obstructions and set up so staff, volunteers and members can move around easily without risk of slips and falls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are you aware of specific dangers associated with the animals you are dealing with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Will members of the public be handling animals? Are they supervised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are chemicals used for cleaning the animal enclosures? Are they kept securely? Is there adequate ventilation when chemicals are used? Is	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

protective equipment used?	
Are animal enclosures regularly maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
Do you comply with all applicable federal, provincial and municipal regulations/laws about keeping animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:

<b>Keeping Safe Distances</b>	<b>Results</b>
Are animals kept a safe distance from others?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
If the animals are on public display, are they kept a safe distance from the public? Are there appropriate barriers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
Are animals ( <i>or spectators</i> ) properly restrained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
Are there signs informing the public about the dangers associated with animals and appropriate safety precautions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
Is everyone aware of items and actions that may startle or stimulate livestock? ( <i>i.e. wind, machinery, flapping bags, strange items, etc</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
Are members of the public allowed to feed the animals? Have you taken steps to ensure this is done safely and the animals receive appropriate food?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:
Are visitors or members of the public likely to come into contact with animals that have been spooked? Have you taken precautions to guard against this or installed signs to warn people of potential dangers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:

### ***Event Management***

<b>Facility Management (personal &amp; rented)</b>	<b>Results</b>
Have you checked the suitability of the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Notes:

Has a pre-inspection been carried out?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Has a post-inspection been carried out?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Have the records been filed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Has evidence of insurance been received/provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Has the facility owner been informed in writing of all their obligations including notification of any incidents likely to lead to a claim? Have they agreed and signed off on this?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are potentially dangerous surfaces removed or signs posted? <i>(i.e. floors that become slippery when wet)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are changes in surface or height <i>(e.g. a curb)</i> clearly marked or signs posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are door mats in good condition? Does matting have a non-slip backing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Is the carpet or floor in good condition? Are they regularly cleaned and cleared of obstructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Does the venue cater to people with limited mobility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have rules for appropriate behaviour on the premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a “no running” rule in your premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are glass doors clearly marked to prevent people walking into them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are any dangerous goods, solvents and cleaning liquids safely locked away in a separate area from where the children are?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Are certain areas off limits to children with doors locked accordingly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are all power points and electrical cords in good condition and out of a child's reach?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you conduct regular inspections of your premises to identify potential hazards ( <i>try looking around from the eye-level of a child</i> )?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Is all equipment, fixtures and furniture free of sharp edges and properly secured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you have spill kits or equipment to deal with spills? Are spills cleaned immediately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you have storage areas that require minimal effort to access items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are all loose items stored appropriately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you ensure shelves and storage areas are not overloaded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are premises well-lit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are signs easy to read and unobstructed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are paths in good condition and well maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are paths are free of obstructions and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are safety features installed correctly and maintained? ( <i>handrails, etc</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are exit doors easily opened from inside?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:

Are exits free from peg racks, rails, stands or obstructions which may reduce the effective width of the exit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Is an evacuation scheme prepared in accordance with any applicable fire regulations and acceptable to the fire services in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Is the place of assembly covered by an occupancy limitation certified as appropriate by a suitably qualified person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

Event Site Management	Results		
Do you have all the appropriate documentation, such as the event plan, contracts, licenses/permits, event program and emergency plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have appropriate insurance in place? ( <i>liability and accident</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have an evacuation plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Are staff and volunteers adequately qualified or trained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have a contact list for everyone involved with the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Have you contacted all key stakeholders, such as local municipality, police, ambulance, food vendors and security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Have you organized an information centre for event patrons? Are maps provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have signs on site indicating where to find phones, washrooms, water, first aid posts, lost and found, public transport, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have appropriate signs on site indicating rules regarding smoking, alcohol, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		
Do you have adequate parking for cars, buses, taxis, emergency vehicles, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes:		

Have you developed a traffic management plan for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have contingency plans for transport if the event finishes late, is cancelled or affected by wet or unusual weather conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have emergency tools on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have effective communication on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Have you consulted with fire services to ensure you have all necessary firefighting equipment required by law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Will portable fire protection equipment be located throughout?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are hydrants or suitable water supply available to fire services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a security plan for the event? Have you hired a security firm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Have you decided to ban any items from the event? Will you be conducting bag searches?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Have you made arrangements for lost and stolen property or lost children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have a first-aid post on site that is set up with lighting, power, running water and appropriate equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Do you have trained staff and volunteers to man the first-aid post?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are you prepared for a medical emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Have you arranged waste management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Have you considered noise levels?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Will alcohol be available at the event? If so, have you arranged for the appropriate licenses/permits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you have designated alcohol-free areas? Have you ensured alcohol is not available to under-age patrons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you have plans for infection control, including contact details for health officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Have you taken steps to stop the spread of infection, such as ensuring safe waste disposal and disposal of sharps?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
If food is being served at the event, do you have appropriate food handling procedures, including any necessary licenses/permits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you have enough toilets for the expected number of patrons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are the toilets clean, maintained and in a safe area? <i>(well-lit, appropriate for wet weather, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are hand-washing facilities available with the washroom area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are the toilets accessible for people with limited mobility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Is there access to public telephones?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Does the event have adequate lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Do you have emergency power and lighting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
If you are erecting any temporary structures, such as fencing or stages, do you have the appropriate permits and are the structures secure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:

If you are using temporary seating, are the seats safe and have you arranged for seats to be secured to the floor or each other to guard against injuries from falls or other incidents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are entry and exit routes to the event clear and well signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are exits clear of obstructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are portable gas cylinders ( <i>cooking, balloons, etc.</i> ) properly secured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
If you are planning to use fireworks, has a permit been obtained? Will they be operated by a qualified pyrotechnician or firefighter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Will there be camping at the event? Do you have a designated, safe camping area that avoids potential hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Does the camping area have water, shelter, toilet and first-aid facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Are any participants going to be doing anything remotely dangerous ( <i>horse-riding, trampolining, rock climbing</i> )? Have you taken precautions to ensure their safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
If you are having people provide rides or attractions, are you confident they are qualified, reliable and properly insured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Outdoor Venues	Results		
Have you checked the weather report for the day of the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
Is the terrain safe for the event/activity planned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			
If a pool is part of the event, do you have staff with appropriate training in water safety?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Notes:			

Are there any plants or wildlife in the area that could cause problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are there any chemicals or potentially dangerous materials stored on site or nearby?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are any buildings or structures on the site safe and secure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Is the venue accessible for emergency service vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Does the venue cater to people with limited mobility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Is the venue easy and safe to access by pedestrians?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Have you taken steps to ensure safety for pedestrians on or near major or minor roads or other transport areas such as railway lines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Are basic services, such as water, available on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:
Does the area have adequate shade/shelter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Notes:

### Sample 4-H Activity Checklists

The following pages contain samples of 4-H Activity Checklists. Please copy, modify and use these checklists for your events. Once you have a checklist created. **BE SURE TO USE IT!** Go through the checklist, note your response and take action to correct any concerns. Then file the checklist in a safe place should it be required in future as a record of the risk management steps that you undertook in hosting the activity. Review the checklist prior to each event to ensure it remains current.

## Camp Checklist

Instructions for Use: Put an X through the box to signify that the item has been successfully addressed. All items should be addressed prior to and during the camp.

<b>Premises and Housing</b>
<input type="checkbox"/> Should be safe and have direct access to a phone for emergencies and guardian contacts
<input type="checkbox"/> If housing overnight, the rooms must be segregated by gender and periodic bed checks should be performed
<input type="checkbox"/> Building code issues, if any, must be complied with
<b>Chaperones</b>
<input type="checkbox"/> Formal selection and background checks must be done
<input type="checkbox"/> Must be gender appropriate for the situation
<input type="checkbox"/> Should have experience with age group
<input type="checkbox"/> Must be age of majority
<input type="checkbox"/> Must have appropriate training for the job
<input type="checkbox"/> All rules of conduct, training and background that apply to employees should also be applied to volunteers
<b>Behavior &amp; Disciplinary Procedures</b>
<input type="checkbox"/> Important rules should be written, established and clearly explained to all participants and their parents and guardians
<input type="checkbox"/> The rules should be in contractual form and signed by both the participants, and their parents/guardians
<input type="checkbox"/> Rules should include codes of conduct, curfew times, and disciplinary actions
<input type="checkbox"/> Chaperone rules must be established and strictly adhered to
<b>Parent/Guardian and Child Orientation</b>
<input type="checkbox"/> An orientation or training session should be held where the activity, rules, and expectations are discussed and explained
<input type="checkbox"/> All necessary forms can be explained and distributed at this time

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<b>Supervision</b>
<input type="checkbox"/> Appropriate ratio of chaperones to children should be established and maintained at all times. These ratios vary depending on the ages of the children, and the nature of the activity
<b>Checking in and out</b>
<input type="checkbox"/> A formal check-in and check-out procedure should be developed
<input type="checkbox"/> These procedures and actual checking in and out documents should be kept and stored for possible future verification/defense purposes
<b>Emergency Procedures</b>
<input type="checkbox"/> Emergency procedures should be developed and include: what-to-do scenarios, contact information, first aid medical services, transportation, etc.
<b>Incident /Accident Reporting</b>
<input type="checkbox"/> Incidents, accidents or near misses should be reported in writing.
<input type="checkbox"/> Do not determine cause on the reports, just report the facts.
<input type="checkbox"/> Use standard form.
<b>First Aid/CPR</b>
<input type="checkbox"/> One or more of the chaperones should be currently certified and trained in first aid and CPR.
<input type="checkbox"/> One or more first aid kits should be carried with the group
<input type="checkbox"/> No medicines should be carried in the kits.
<input type="checkbox"/> Only dispense medicines to children that have been provided by the parents or guardians, along with written specific directions provided by the parents, guardians or professional healthcare provider.
<b>Physicals for Participants</b>
<input type="checkbox"/> Avoid gathering medical records, however if strenuous activity is involved in the programs, obtain a note from parent or guardian or healthcare provider that indicates the child is able to participate.
<b>Emergency Medical Services</b>
<input type="checkbox"/> Have parents and guardians sign a permission slip for emergency medical treatment
<input type="checkbox"/> Be familiar with the emergency medical services in the area where you are traveling
<input type="checkbox"/> Taking minors to remote area that have limited or no emergency medical services requires additional arrangements

### Medical Records

- Avoid gathering medical records, but rather rely on the medical information that parents or guardians provide voluntarily
- Whatever medical information is received, you will need to securely maintain the same for privacy reasons

### Swimming

- A certified lifeguard must be available to all groups during structured swimming events and other activities that take place on the water

### Other High Risk Activities

- Participation of minors in high-risk activities or those that involve an inherent risk of injury must be managed individually, including having specific waivers/releases signed by the parents/guardians. The following are examples of some of these activities: rock, ice and mountain climbing; wilderness camping; rafting; being a passenger on an aircraft or boat;

### Releases

- Registration forms should contain a general release and be signed by participants and their parents/guardians
- High-risk activities (e.g. boating, camping, hiking, mountain climbing, overnight trips, or any form of travel/transportation) require their own specific release which must also be signed by the participants and their parents/guardians prior to taking part in the program

### Records

- All records must be safely stored and kept for an appropriate period of time after the minor's 18<sup>th</sup> birthday.

## Risk Management Checklist Report for Hosting Programs and Activities

Program/Activity:	
Date From:	Date To:
Hosting Chapter:	

*Prior to hosting the event, you must be able to answer yes to each of the questions*

<b>Health Care</b>	<input checked="" type="checkbox"/> Yes
Have all host families been properly trained and equipped to provide first aid?	
Have arrangements been made to provide medical, dental, and psychological care/advice, both emergency and routine, for all participants at all times?	
Do all participants carry travel/medical insurance?	
If not, how many did not have travel/medical insurance?	
Where are the participants without insurance from?	
Have arrangements been made for immediate coverage?	
Have all participants brought original copies of signed and completed health/medical forms?	
Is there a list of contact numbers available and an emergency procedure in place?	
<b>Leadership Training</b>	<input checked="" type="checkbox"/> Yes
Have all staff, volunteers and host families received appropriate leadership training or orientation?	
Have the appropriate background checks been done and accepted for all staff, volunteers, and host families?	
Are all staff, volunteers and host families aware of behaviour and cultural sensitivity ( <i>if applicable</i> )?	
<b>Delegates</b>	<input checked="" type="checkbox"/> Yes
Has appropriate adult supervision been arranged for the duration of the program?	
If no, what are the exceptions and has written permission from the delegate's parents/guardians been obtained?	
<b>Transportation</b>	<input checked="" type="checkbox"/> Yes
Have all individuals and hired companies who will provide transportation for delegates provided proof of locally accepted and adequate insurance against injury to delegates?	
Do all individuals ( <i>staff and volunteers</i> ) that have agreed to drive delegates and other 4-H members have valid and appropriate driver's licenses?	

<b>Program Facilities</b> <i>(applies to host family homes as well as camps and mini-camp sites)</i>	<input checked="" type="checkbox"/> Yes
Is the chosen site appropriate for the specific 4-H activity being hosted/conducted?	
Do all sites comply with local laws concerning occupancy, fire safety and sanitation?	
Has the site been examined to reduce or eliminate unnecessary dangers or risks?	
Is the site insured?	
Have home visits been conducted for all host families?	
<b>Dormitory/Sleeping Facilities Checks</b>	<input checked="" type="checkbox"/> Yes
Are the sleeping facilities adequate?	
This should include: <ul style="list-style-type: none"> <li>▪ Separate area for boys, girls and adults</li> <li>▪ Space between beds</li> <li>▪ Linens</li> <li>▪ Lighting</li> <li>▪ Ventilation/climate control</li> <li>▪ Separate showers for boys and girls</li> <li>▪ Toilets</li> <li>▪ Space for luggage</li> <li>▪ Security for valuables</li> </ul>	
<b>Dining and Eating Facilities Check</b>	<input checked="" type="checkbox"/> Yes
Does the dining area have sufficient tables and chairs?	
Is there adequate room for safe passage between tables?	
Is there adequate cutlery and dinnerware?	
<b>Kitchen Checks</b>	<input checked="" type="checkbox"/> Yes
Does the kitchen have sufficient equipment?	
Is there adequate sanitation?	
Does the kitchen meet the appropriate health/legal standards?	
<b>Activity Room</b>	<input checked="" type="checkbox"/> Yes
Is there one room large enough for all participants?	
Are there smaller areas for group activities?	
<b>Outdoor Facilities</b>	<input checked="" type="checkbox"/> Yes
Is the outdoors area free from health hazards?	
Is there adequate space for activities?	

<b>Office Space</b>	<input checked="" type="checkbox"/> Yes
Are there at least 2 means of external communication? For example: telephone, fax, cellular or email facilities.	
Is there a safe for valuables?	
Is there space for staff/volunteers to meet privately?	
<b>Food</b>	<input checked="" type="checkbox"/> Yes
Will every 4-H participant have a healthy and appropriate diet?	
This should include: <ul style="list-style-type: none"> <li>▪ Three meals and one snack a day;</li> <li>▪ Of sufficient quality and quantity;</li> <li>▪ Drinkable water available at all times;</li> <li>▪ Provisions for special diet requirements</li> </ul>	
<b>Activities</b>	<input checked="" type="checkbox"/> Yes
Are all staff and volunteers aware that all planned activities must be reviewed to reduce or eliminate the possibility of injury?	
<b>Legal Compliance</b>	<input checked="" type="checkbox"/> Yes
Do all activities and use of facilities comply with national, provincial and municipal laws and regulations that affect 4-H and its programs?	

*If you answered "no" to any of the above, please use an additional sheet of paper to list the actions taken to comply*

Name of 4-H Club or Association:
Name of Person Submitting Form:
Signature:
Date:

#### **4. What Forms Do I Use In My Risk Management Strategy?**

Each province has developed numerous risk management forms. Please contact your provincial 4-H office to find out what is available.

The following forms are available from your provincial 4-H office:

- waiver
- behaviour agreements
- photo release
- permission to release child to individual other than parent/guardian
- parent release
- collection of medical information
- volunteer screening information

#### **What do I do with the forms once completed?**

All applicable forms should be collected before an activity or camp commences. Ensure the form has been filled out completely, with appropriate signatures. Forms should be kept on-site during the event and available for reference by the event manager or leaders in a position of trust. As medical forms and volunteer screening applications contain personal information, they should be considered confidential.

Some forms may require specific approvals that may take some time, such as volunteer leader screening. Most provinces require a completed leader application form, a criminal record check and a minimum of 3 references. These processes all take time and 4-H Leaders should request that their volunteers begin this process well in advance of 4-H events.

If you are unsure of where to store your forms after the event, contact your 4-H Specialist or provincial office. Personal and financial documents should typically be securely stored for a minimum of **7** years.

## 5. What Do I Do If an Incident Does Occur?

Even though programs may be designed carefully and facilities kept in a reasonably safe manner, it must be recognized that all programs possess a degree of inherent risk. An emergency action plan should be developed, documented and communicated to all employees and volunteers.

Upon discovery of an injured person, immediately execute your emergency action plan;

- Administer the appropriate first-aid care which you are qualified to administer, as dictated by the injury sustained and the condition of the person;
- If required, make arrangements to have the injured person transported and accompanied to a hospital;
- Forward all pertinent information obtained during the applicable registration or screening procedure to the proper medical authorities;
- Contact the person identified as “contact person in case of emergency” on the registration or screening report, where applicable
- Complete an incident report form immediately after any incident and describe, in detail, and include notes on the actions taken by you and others at the scene – stick to the facts;
- Secure the names, addresses, and telephone numbers of any witnesses to an incident;
- Implement a follow-up procedure to an incident; participants of programs should only be permitted to re-enter or continue a program after medical approval has been obtained

The initial information and documentation of any incident is usually the best and most accurate. Remember, as these forms contain personal and medical information, they should be considered confidential

A near-miss is an unplanned event that did not result in injury or damage, but had the potential to do so. Near-misses should be documented and discussed after the event to make appropriate preventative changes. Near-misses should be viewed as an opportunity to improve safety and safety systems, and not to lay blame.

## 4-H Accident/Incident Report

Complete **Part A** for all reports

Complete **Part B** for Property Damage

Complete **Part C** for any injury requiring medical attention either during or following the event.

**Fax, scan and e-mail or mail as soon as possible to your provincial 4-H office**

A. Identification: (owner of damaged property or name of person hurt)

Last Name		First name	
Mailing address			
Town or city		Postal code	
Phone number	Age	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/ Guardian (if a minor)		Contact phone number if different from above	
Name of 4-H Event	Event Location		Person coordinating the event
Date	Time of accident	a.m. or p.m.	Location of accident
Witness's name		Witness's name	
Mailing address		Mailing address	
Town or city		Town or city	

Witness report attached

Witness report attached

Briefly describe accident, the causes and the outcomes	
Outline action taken in detail.	
Identify follow-up action or problems.	
Signature	Date

B. Property Damage report

Was another insurance provider notified? No  Yes

If Yes - please provide policy information

C. Major accident, injury or illness information

Was a parent or other individual notified? No  Yes

Was an ambulance called? No  Yes

Name of ambulance service \_\_\_\_\_

Attendant name(s) \_\_\_\_\_

Was the participant taken to hospital? No  Yes

If yes, by whom? \_\_\_\_\_

If ambulance was used does the family have coverage? No  Yes

Name of hospital \_\_\_\_\_ Date \_\_\_\_\_

Attending Physician's name \_\_\_\_\_

Time \_\_\_\_\_ a.m. or p.m.

Was the participant sent home? No  Yes

If yes, by whom? \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ a.m. or p.m.

**First Aid Policies and Procedures**

Follow up by club leader or person responsible for event	
Other information or comments	
Name:	
Signature	Date

## General

In the event of an incident, first and primary consideration is to seek appropriate first aid and, or medical attention based on the extent of the injury or illness. Make every effort to restore the person to sound physical condition as rapidly as possible. Provincial Offices shall recommend the emergency medical care and the first aid supplies that are appropriate for the expected hazards associated with the activity or function. The names of emergency personnel and medical aid telephone numbers should be posted in a conspicuous place.

## First Aid Treatment

Treat the injury in accordance with the following procedures:

- When a person is injured or ill, someone must take charge, send for emergency medical aid if needed, and apply first aid. At isolated locations, at least one person should have an advance first aid certificate. The person taking charge must make a rapid but effective examination to determine the nature of the injuries.
- While there are several conditions that are considered life threatening, respiratory arrest and severe bleeding require attention first. In all action taken during the initial survey, the individual giving aid should be especially careful not to move the victim any more than necessary to support life.
- Once respiratory arrest and severe bleeding have been alleviated, focus on the other obvious injuries: immobilize fractures, cover burns, and dress less serious bleeding wounds. Again the victim should be carefully handled.
- After receiving first aid care, an injured person often requires transportation to a hospital, a physician's office, or home. Never move a seriously injured person until a thorough examination has been made by qualified medical personnel and all injuries protected or immobilized by the proper dressing.
- The Provincial Office is responsible for making sure that first aid training is available and offered annually. Key individuals should take advantage of this opportunity for training to maintain their first aid certification. It is important to note that unless first aid training is obtained, staff and volunteers should only perform first aid on a voluntary basis in the event of an emergency situation.

### First Aid Kits

Unit type kits are recommended. They have a complete assortment of first aid materials in standard packages containing 10, 16, 24, or 32 units. Each dressing is complete and is sealed in a sterile wrapper. It contains just enough material to treat a single injury.

The following minimum first aid supplies should be readily available to all staff and volunteers for all activities:

- 10 individually wrapped 3 x 3 inch gauze pack
- 2 gauze pads which are or can be folded to approximately 8 x 10 inches
- 1 box of 25 adhesive bandages
- 2 triangular bandages
- Scissors
- Wound cleaning agent such as soap/water solution or sealed moistened towelettes
- Rubber gloves and bleach (*for disinfectant*) should be on hand for cleanup of body fluids
- A blanket at least 50 x 50 inches, preferably a sealed space blanket
- A barrier mask for providing CPR

In all places where there are less than 100 persons at any time, a 16 unit first aid kit is to be provided in the ratio of one for each 25 or fewer persons.

Inspect first aid kits monthly. Promptly replace depleted or deteriorated supplies.

Ideally, the first aid kit should contain all of the items necessary to treat any type of injury that could be sustained in the activity to which it applies. However, injuries, which cannot be cared for with the recommended first aid kit contents may need specialized items to provide for immediate care.

### Medications

No medications should be included in first aid kits (*no Aspirin, Tylenol, Advil, etc*). Anyone that requires medication needs to provide their own, which should be stored in a secure location.



## 6. What Insurance Coverage Does the 4-H Program Have?

Canadian 4-H Commercial General Liability / Excess Liability Fact Sheet

### COVERAGES AND LIMITS

Bodily Injury and Property Damage	\$5,000,000.00 Commercial General Liability – Each Occurrence \$1,000,000.00 Watercraft Liability – Each Occurrence & Aggregate Limit (Occurrence Form)
Non-Owned Automobiles	\$5,000,000.00 Each Occurrence (Occurrence Form)
Limited Abuse Coverage	\$500,000.00 Each Claim / \$1,000,000 Aggregate limit. Claims Made Form – Retroactive Date January 1, 1998

Excess Liability – Follow Form	\$5,000,000.00 Excess Liability – Each Occurrence & Aggregate Excess of: \$5,000,000.00 Commercial General Liability \$1,000,000.00 Watercraft Liability (Occurrence Form)
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### Deductible / Self Insured Retention (SIR)

Bodily Injury and Property Damage	\$2,500.00 Deductible
Limited Abuse Form	\$2,500.00 Deductible
Excess Liability	\$10,000.00 Self Insured Retention

**What to do in the event of a Claim?** Your first step would be to contact the provincial or national office for information on claims reporting procedures. In case of an 'after hours' emergency please contact BFL CANADA Risk and Insurance Services Inc., at 1-888-244-6709 or 613-722-7798 to report the incident immediately.

*The information contained herein is general information and should not be mistaken for the policy.*

Definitions:

**Commercial General Liability / Excess Liability:**

This policy offers protection against liability imposed by law for bodily injury or property damage to a third party. It does not cover your injuries or damage to your property. The idea is to protect you for claims made by others.

**Watercraft Liability:**

This endorsement extends the policy coverage to include the use of owned or borrowed watercraft less than 8 meters in length that are not being used to carry persons or property for a charge.

Coverage under this endorsement is subject to the following:

- All persons are required to wear life jackets while in the watercraft;
- All watercraft must contain a bailer, buoyant throw/tow line and a signaling device;
- Whitewater and ocean activities are excluded.

**Insured:**

The “entity” itself, a 4-H volunteer, employee or member and their families while acting on behalf of 4-H. A volunteer can be defined as someone who gives freely to work and who is not remunerated for said work.

**Occurrence Policy:**

Coverage trigger is the date when the bodily injury or property damage took place. The policy in force at that time applies.

**Claims Made Policy:**

Coverage trigger is the date when the claim (as a result of Bodily Injury or property damage whenever it occurred) is made. The policy in place at that time applies.

**Retroactive Dates:**

When the policy is claims made, the policy will respond to claims that are brought forward during the policy period if the incident occurred after the retroactive dates.



Services internationaux - risques et assurances  
International Risk and Insurance Services

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## INSURANCE QUESTIONS AND ANSWERS

Do we have to use a waiver form?

Waiver forms act as a deterrent for a suit but they do not alleviate 4-H from liability.

What happens if one of our members or leaders gets injured or killed? How are we covered?  
What good is third party liability insurance then?

The Commercial General Liability Insurance Policy provides coverage for an insured if they are brought into a suit involving property damage and bodily injury to a third party however, there is a clause on the policy "Cross Liability" which allows one insured to sue another insured. For example, if a member is injured and the parents sue 4-H, then 4-H would have coverage to defend the suit subject to all the policy terms, conditions and exclusions. It is highly recommended that each provincial council purchase an "Accident" insurance policy. An "Accident" insurance policy responds immediately and is not triggered by a law suit.

When are 4-H members covered?

Coverage is triggered once a member is involved in a suit.

Do any 4-H events need to have a Memorandum of Insurance?

If you are asked to provide proof of insurance, you may issue a memorandum of insurance. The memorandum should not be volunteered and only given upon request. Your provincial organization can prepare it for you.

When a 4-H member brings a friend to an event or a meeting, is the friend covered?

If the friend is a volunteer at a sponsored 4-H event, then the Commercial General Liability policy can offer protection. A volunteer can be defined as someone who gives freely to work and who is not remunerated for said work.

Is there a suggested amount of liability insurance I should have on my vehicle?

The legal amount of liability insurance required varies from province/territory to province/territory. You should carry a minimum of \$2,000,000 coverage under your personal automobile policy, however higher limits of liability can be discussed with your broker/agent.

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I had a call from a 4-H leader who would like to offer the roughstock rodeo project, and would like to train members 16 and older for bull riding. He will put together a training plan, but wanted to check that the 4-H insurance would cover any injury/liability claim.

As long as the project is sanctioned, the coverage would apply however, at present the Insurer has not considered any activities with the injury potential of a bull riding project. Before any such clubs or projects are undertaken please contact your provincial office with details to forward to the insurer. Though no exclusions exist in the insurance policy it would be prudent to provide the insurer with advance knowledge of these activities before an accident or injury occurs.

When the club goes on a trail ride, are parents covered when they are riding their own horses?

4-H member's parents who participate in an event are not covered unless they work as registered volunteers. Spectators who participate in any event are not covered.

The question of helmets with equine projects continues to come up. How does this effect coverage?

Currently helmets are not required, but strongly recommended.

Are there any insurance issues with respect to accidents and injuries associated with not having mandatory helmet usage? Again, would there be any insurance issues if we do not have mandatory compliance with the equine project rules?

With respect to the Commercial General Liability, it is recommended that helmets be worn however, if a helmet is not worn, it does not affect coverage. With respect to the equine program, the same applies.

This question is in relation to property damage – If a 4-H Club uses a 4-H friend's facility what coverage, if any, is available if the project animal (horse, canine, beef, etc) damages the facility in any way. Likewise if a member or leader damages the property through an accidental cause (not malicious)?

Coverage in both instances would apply up to the limit of the policy subject to the property damage deductible.

If there is an accident at home or school under a member's care and supervision what is the coverage?

The liability coverage is not location specific.

Is there coverage for accidents involving ATV's or Snowmobiles? What about Watercrafts?

There is no coverage under the Commercial General Liability policy accidents involving ATV's or Snowmobiles under this policy; the liability for these motorized vehicles would fall under the automobile policy owned by the owner of the vehicles in the same way that an accident involving a car or truck would apply. Generally, accidents involving a watercraft would apply in the same way, however there has been an amendment to this policy which allows for owned (or borrowed) watercraft that are less than 8 meters in length. Please review the definition of Watercraft Liability on page 2 of this fact sheet for details.

Does our insurance policy cover travel outside of Canada? We are looking at options for going on a backpack trip down the road which may take us outside Canada – to the United States.

Anything we should know?

Yes, the insurance does cover travel outside of Canada – to the United States. All activities that the club undertakes need to be recorded somewhere – in the minutes, on a program plan, letter to parents, members, etc. If you plan a backpack trip outside of Canada, it needs to be recorded somewhere, just as any other activity does. The insurance does not cover health so all participants should carry their own health insurance for travel outside of Canada, just as they would for a non 4-H trip.

## Canadian 4-H Participant Accident Insurance Fact Sheet



### COVERAGES AND LIMITS

Classes 1 & 2: \$10,000 Class 3: \$20,000	Accidental Death & Dismemberment Benefit
Class 1: \$100/week – 26 weeks Class 3: \$200/week – 104 weeks	Weekly Accident Indemnity
\$10,000	Accidental Medical Reimbursement Benefit
\$1,500	Accidental Dental Reimbursement Benefit
\$2,000	Tutorial Expense

### INSURED

Class 1: All members of the Alberta 4-H Council and Saskatchewan 4-H Council

Class 2: All other members

Class 3: Volunteers, Leaders, Staff, Directors, Officers & Trustees, up to age 80 (up to age 65 for the Weekly Indemnity Benefit).

What to do in the event of a Claim? Your first step would be to contact the provincial or national office for information on claims reporting procedures. In case of an 'after hours' emergency please contact BFL CANADA Risk and Insurance Services Inc., at 1-888-244-6709 or 613-722-7798 to report the incident immediately.



*The information contained herein is general information and should not be mistaken for the policy.*

## DESCRIPTION OF HAZARDS

The hazards against which insurance is provided and subject to the provisions of the policy for each classification of insured persons are defined as above:

Injury sustained by the insured person while attending regular meetings, or club organized, supervised or approved functions, or participating in the Youth Exchanges Canada, including to and from such meetings, functions and programs.

Such meeting, functions and programs shall be deemed to have commenced when the insured person leaves his residence or place of regular employment for the purpose of going on such meetings, functions, or programs, whichever last occurs, and continues until such time as he returns to his residence or place of regular employment, whichever first occurs.

## INSURANCE QUESTIONS AND ANSWERS

### How much is coverage for?

In the event of an accident, the Accidental Death & Dismemberment Benefit is for loss of life, complete loss of sight, speech, hearing and limbs including loss of use of same. In the event of partial loss, a portion of the total limit will be available as detailed in the insurance policy.

The Accidental Medical Reimbursement Benefit will cover the following expenses if they are not covered under the insured person's Provincial Health Plan:

- Ambulance, hospital charges (the difference between the public ward allowance and the semi-private accommodation), physiotherapy charges (up to \$500), prescribed drugs, expenses for crutches, splints, casts, etc., (up to \$750), chiropractor charges (up to \$500), etc. Members are also covered under Accidental Dental Reimbursement Benefit (maximum \$1,500).

The Weekly Accident Indemnity provides a weekly benefit to insured persons employed full time at the time of the accident if, as a result of an accident, the insured person suffers total disability. Total disability means that the Insured Person (1) is unable to perform the substantial and material duties pertaining to their occupation and (2) requires the regular care and attendance of a physician. The benefits are as described on the cover page.

If a spectator was injured at an event, would he be covered under the policy?

No. Only those described under the Classification of Insured Person are covered.

What is the difference between a Class 1 and Class 2 Member?

Class 1 Member provinces purchase additional 'Weekly Accident Indemnity' benefits for their members.

### **Proof of Insurance**

Proof of Insurance may be required by an individual or organization in order to have access to facilities to conduct activities. In most cases you can provide them with general proof of insurance via a letter. On occasion, a Certificate of Insurance may be requested by an outside agency or corporation. Typically a certificate is not required for the vast majority of activities.

Requests for proof of insurance should be submitted to the provincial 4-H office at least 14 days prior to the first day of the event. The certificate of insurance will be issued as required and emailed or faxed as indicated on the request form.

The request for proof of insurance form is located in the Risk Management Manual, and may be available through your provincial 4-H office.

**Note:**

4-H Provincial Programs must carry accident coverage  
in accordance with the provincial policy.

## 7. Where Can I Go For More Information?

### *Canadian 4-H Council*

Central Experimental Farm, 930 Carling Avenue, Bldg. #26

Ottawa, Ontario K1A 0C6

Tel: (613) 234-4448

Fax: (613) 234-1112

Website: <http://www.4-h-canada.ca/>

### List of Important Contact Information

<b>Emergencies Call</b>	<b>911</b>
Provincial Poison Centre	
RCMP (non-emergency/information)	
Power Company Emergency Line	
Gas Company Emergency Line	
Hospital(s)	
Kids Help Phone	1-800-668-6868 ( <i>Canada-wide</i> )
4-H Provincial Office	
4-H Regional Specialist	
4-H Leader	
4-H Assistant Leader	
Veterinarian(s)	